



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND

Department of Development Review

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-1134 • Fax (301) 600-1645-[www.frederickcountymd.gov](http://www.frederickcountymd.gov)

**COMBINED PRELIMINARY PLAN AND SITE PLAN** (Phase 5)  
APPLICATION

Date \_\_\_\_\_

*Required in order to submit:*

☐ **APFO Application** ☐ **FRO Application** ☐ **13 Copies of Plans** (folded 8-1/2 x 11)

Tax Map(s) \_\_\_\_\_ Total Site Area \_\_\_\_\_ Proposed Septic(s) \_\_\_\_\_

Parcels \_\_\_\_\_ Affected Site Area \_\_\_\_\_ Public Water \_\_\_\_\_

Tax ID#(s) \_\_\_\_\_ Number of dwelling units \_\_\_\_\_ Public Sewer \_\_\_\_\_

Commercial or Residential (Circle one) Number of Lot(s) \_\_\_\_\_ Water/Sewer Classif. \_\_\_\_\_

Property located along State Highway Y \_\_\_\_\_ N \_\_\_\_\_ Zoning \_\_\_\_\_ Planning Region \_\_\_\_\_

Subdivision/Site Name \_\_\_\_\_

**Description of Request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Check one for Review Comments:

☐ Mail ☐ Email \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Check one for Review Comments:

☐ Mail ☐ Email \_\_\_\_\_

Notes: 1. Review comments Frederick County Web Site : <http://www.frederickcountymd.gov/index.aspx?nid=2532>

2. Only complete submissions will be credited on the date received

3. Submit Completed Development Review Checklist

Printed name \_\_\_\_\_

Signature of Owner or Agent \_\_\_\_\_

**FEES**

Checks made payable to Treasurer of Frederick County-Additional fees may be due per Fee Ordinance Resolution 10-14

1. Planning: Residential	\$4593.00
2. Health Dept.	\$150.00
3. Water/Sewer (Community only)	\$884.00
4. Soil Conservation	\$60.00
5. Engineering	\$1644.00
6. Office of Life Safety	\$200.00
Total =	

**Internal Use Only**

Development Review
File #:
A/P #:
Due Date:

# **New Preliminary and New Site plan Submittal Checklist**

(Internal use planner)	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Plan Scale – min. 1"=100', unless approved by Zoning Administrator, plan must be clear and legible
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map (located top right) – Scale 1"=2000', with Tax Map, Parcel and Property Account # shown beneath Vicinity Map
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Title Block – Plan Title, Project Name, previous names in brackets, Type of Project, situated along..., Town/City of... with Election District, Frederick County, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	Board of Appeals case # if applicable w/conditions (scanned/sticky)
<input type="checkbox"/>	<input type="checkbox"/>	Soil Types denoted on plan on proposed site and 100' beyond property line, Per Frederick County May 23, 2002 soil survey
<input type="checkbox"/>	<input type="checkbox"/>	Soil Map with Soil Legend (located top right near Vicinity Map) –Scale 1"=1000 or more
<input type="checkbox"/>	<input type="checkbox"/>	Matchline shown and Labeled per Plan view sheet – For 2 or more plan view sheet submittal
<input type="checkbox"/>	<input type="checkbox"/>	Existing information labeled and shown as dashed lines, extended 100' beyond property line
<input type="checkbox"/>	<input type="checkbox"/>	Proposed information labeled and shown as solid lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Topography shown - 2' or 5' intervals
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Topography labeled (elevations)
<input type="checkbox"/>	<input type="checkbox"/>	Required Certification's - bottom right of plan if possible
<input type="checkbox"/>	<input type="checkbox"/>	General Note(s) and Legend(s) - far right side of plan if possible
<input type="checkbox"/>	<input type="checkbox"/>	Owner /Applicant address and phone # - bottom left of plan if possible
<input type="checkbox"/>	<input type="checkbox"/>	Site(Phase 5)-Sheet size – min-18"x20", max 24"x36"
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary(Phase 3)-Sheet Size Min 24"x36" max 30"x42"